



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5420.16  
BUMED-09B/CM/C  
6 Jul 94

BUMED INSTRUCTION 5420.16

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: BUREAU OF MEDICINE AND SURGERY PROFESSIONAL  
DEVELOPMENT BOARD (PDB)

Ref: (a) Retention Team Manual, NAVPERS 15618H  
(b) MILPERSMAN, NAVPERS 15560A  
(c) ENLTRANSMAN, NAVPERS 15909  
(d) OPNAVINST 1160.5C  
(e) BUPERSINST 1430.16D  
(f) Career Information Program Managers Manual,  
NAVEDTRA 10238-A

Encl: (1) Sample of Professional Development Board  
Recommendation Letter  
(2) Professional Development Board Profile Sheet  
(3) Professional Development Board Procedures

1. Purpose. To provide procedures, assign responsibilities, and maintain a professional development board (PDB) at the Bureau of Medicine and Surgery (BUMED) using references (a) through (f).

2. Background

a. The PDB is responsible for the administrative review and counseling of all enlisted personnel to ensure that they are provided the opportunity to attain positions of greater responsibility commensurate with their potential and consistent with Navy manning requirements. The PDB will further provide guidance, direction, and assistance and act as a quality control screen for the professional development of all enlisted personnel.

b. Advancement in the Navy is highly competitive. Career decisions should be made with full knowledge and understanding of policy changes, assignment trends, rating and program qualifications, and career management guidelines to avoid wasted time, effort, and potential. Unrealistic goals can turn an enthusiastic Sailor into a negative retention statistic. Realistic career goals benefit both the individual and the Navy. BUMED's goal is to realize each Sailor's full potential. No single person can have all the knowledge, experience, and judgement required to provide optimum career guidance. A PDB composed of impartial command members will unite the varied BUMED

talents, propose the best solution for each situation, and forward recommendations to the Chief of Staff.

c. Nondesignated personnel shall be provided the guidance and professional counseling necessary to ensure they pursue a rating in which they can derive self-satisfaction, appropriate advancement, and success opportunities.

d. Emphasis should be placed on assisting the enlisted personnel in career planning through the matching of individual aspirations with program requirements.

3. Discussion. To provide for a rewarding career, all Navy personnel shall enhance their professional and technical skills to remain competitive for advancement and qualify for retention. The PDB encourages tools which include the evaluation system, Navy training, incentive programs, the detailing process, off-duty education opportunities, and commissioning programs. Although these resources are readily available, few Sailors are thoroughly knowledgeable of how the various career opportunities interact. Most Sailors rely on their professional rating seniors and designated command retention representatives to ensure they are on track. While it is necessary for these key personnel to provide guidance, the individual Sailor must take responsibility for his or her own career success.

#### 4. Action

a. Chief of Staff. Ensures that the PDB is fully effective in providing each Sailor with the best possible advice and guidance.

b. Director, Headquarters Administration

(1) Monitors the PDB's activities.

(2) Personally reviews each PDB report amplifying all proposed actions and provides support to strengthen the PDB.

c. Assistant Chiefs

(1) Ensure active participation by chief petty officers (CPOs) and division officers at every PDB.

(2) Provide concurrence or nonconcurrence endorsement for personnel appearing before the PDB.

d. Executive Assistants. Ensure Sailors are provided the opportunity to appear before the PDB when requested or when the need is indicated.

e. Leading Chief Petty Officers and Senior Enlisted Advisors (SEA)

(1) Ensure that requirements to appear before the PDB are met.

(2) Provide professional support to enlisted personnel who work within the division or are assigned under the SEA Program.

(3) Accompany Sailors to all appearances before the PDB.

f. Head, Administrative Services Branch

(1) Provides personnel records and information as required for review by the PDB.

(2) Ensures all pertinent advancement criteria and advancement statistics are available to the PDB.

g. Command Representative Educational Services Officer (ESO). Participates as a nonvoting, technical advisor to the PDB.

h. Command Master Chief (CM/C)

(1) Acts as the chairperson for the PDB. Acts as tie-breaker when the board is deadlocked.

(2) Advises board members of the date and time of each scheduled PDB.

(3) Submits board recommendations to the Chief of Staff for approval or disapproval, using enclosure (1).

i. Command Career Counselor (CCC)

(1) Indoctrinates all newly reporting personnel on PDB during check-in.

(2) Schedules those Sailors appearing before the PDB by maintaining a tickler system ensuring all personnel are reviewed on time.

(3) Participates as a nonvoting, technical advisor to the PDB. Prepares enclosure (2) for PDB's use.

(4) Ensures PDB recommendations such as advanced schooling and lateral conversions that require Bureau of Naval Personnel approval are submitted at the earliest possible date upon completion of Chief of Staff review.

(5) Acts as recorder and maintains minutes of all PDBs.

(6) Prepares a screening package for all board members, highlighting pertinent facts about the individuals appearing before the board.

#### 5. Board Composition

a. Chairperson. The CM/C serves as the PDB chairperson. In the absence of the CM/C, the most senior master chief shall act as chairperson.

b. Advisors

(1) CCC.

(2) ESO.

c. Members. Chief, senior, and master chief petty officers as appointed by the CM/C.

#### 6. PDB Responsibilities

a. Provides each individual with the best possible guidance and advice regarding his or her future in the Navy. The board shall make recommendations based on the individual's qualifications and desires.

b. Meets at the discretion of the CM/C, based upon input from CCC, ESO, SEAs, and Head, Administrative Services Branch.

c. Each member shall be familiar with enclosure (3).

#### 7. PDB Candidates

a. Newly reported, nondesignated personnel shall be evaluated by the PDB within 6 weeks of reporting onboard.

b. Personnel who are not reaching career professional growth as indicated but not limited to those personnel who fall into the categories listed below, shall appear before the PDB to ensure the member has been afforded the maximum opportunity for in-rate training or other opportunities for professional development.

(1) E-1/E-2 not reaching E-3 within 18 months of active duty service date (ADSD).

(2) E-3 not reaching E-4 within 4 years of their ADSD.  
Any E-3 who fails their respective E-4 rating exam.

(3) E-4 not reaching E-5 within 8 years of their ADSD.  
Any E-4 who fails their respective E-5 rating exam.

(4) E-5 not reaching E-6 within 12 years of their ADSD.  
Any E-5 who fails their respective E-6 rating exam.

(5) E-6 not selected for CPO after being selection board eligible for 3 years. E-6 personnel not achieving a selection board eligible score after two E-7 rating exams. Any E-6 who fails their respective E-7 rating exam.

(6) CPOs and SCPOs who were not selected for the next higher pay grade after three selection boards.

(7) E-7, E-8, and E-9 selection board candidates desiring to have their package reviewed by the PDB.

(8) All personnel within 24 months of reaching high-year tenure (HYT) and all personnel requesting HYT waivers per reference (d).

c. Personnel desiring to apply for any of the following special programs:

(1) All class "A" school requests.

(2) All Selective Training and Reenlistment (STAR) Program requests.

(3) All Selective Conversion and Reenlistment (SCORE) Program requests.

(4) All rating conversion requests.

(5) All navy diver, explosive ordnance disposal (EOD), and special warfare (SEAL) team training requests.

(6) All requests for retest of the Armed Services Vocational Aptitude Battery (ASVAB) requests.

(7) All Enlisted Education Advancement Program (EEAP) requests.

(8) All commissioning program applications. When a member applies for a commission, the board membership shall

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include at least one officer from the community in which the Sailor is applying.

d. Any personnel identified who do not fall into the above categories, but who require career development counseling should be brought before the PDB for such counseling.

  
D. F. HAGEN

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SAMPLE OF  
PROFESSIONAL DEVELOPMENT BOARD RECOMMENDATION LETTER

Date: \_\_\_\_\_

From: Chairperson, Professional Development Board  
To: Chief of Staff  
Via: (1) Director, Headquarters Administration  
(2) Assistant Chief,

Subj: PROFESSIONAL DEVELOPMENT BOARD RECOMMENDATIONS \_\_\_\_\_

Ref: (a) BUMEDINST 5420.16

Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.

\_\_\_\_\_  
(Signature)

Enclosure (1)

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FIRST ENDORSEMENT

From: Director, Headquarters Administration  
To: Chief of Staff  
Via: Assistant Chief,  
Subj: PROFESSIONAL DEVELOPMENT BOARD RECOMMENDATIONS

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1.

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(Signature)

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Date: \_\_\_\_\_

SECOND ENDORSEMENT

From: Assistant Chief,  
To: Chief of Staff

1.

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(Signature)

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Date: \_\_\_\_\_

THIRD ENDORSEMENT

From: Chief of Staff  
To: Chairman, Professional Development Board

1. PDB recommendations are approved/disapproved as listed below:
- 2.

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(Signature)

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PROFESSIONAL DEVELOPMENT BOARD  
PROFILE SHEET

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Rate: \_\_\_\_\_ SSN: \_\_\_\_\_

Date member eligible for advancement: \_\_\_\_\_

Advancement Requirements:

E1 - E6

BMR: \_\_\_\_\_

EAOS: \_\_\_\_\_

TIR: \_\_\_\_\_

PRD: \_\_\_\_\_

REC: \_\_\_\_\_

ADSD: \_\_\_\_\_

Reason For Appearance:

1. Arrived within past 6 weeks.
2. Semi-annual review.
3. Request of department.
4. School request.
5. Other special request.

Comments: \_\_\_\_\_

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\_\_\_\_\_  
(Command Career Counselor)

Enclosure (2)

PROFESSIONAL DEVELOPMENT BOARD PROCEDURES

1. After all preparations are complete and the candidate is before the board, the chairperson shall introduce himself or herself and the board members and explain the purpose of the PDB.
2. The chairperson should control the interview and allow each member of the board to ask questions of the candidate.
3. Interview personnel one at a time to determine:
  - a. Does the Sailor have a desire in relation to a specific rating or special program? What is the desire based on and is it valid?
  - b. If, in the case of a nondesignated Sailor, that Sailor has no particular desire or strong feeling toward any specific ratings or programs, the board shall establish, through review of all available data, the ratings or programs that will best suit the candidate's interests and ability.
  - c. When the interview has been pursued to the point that a recommendation can be made by the board, the chairperson shall direct the Sailor to standby outside. The board should then confer and agree on a recommendation. The chairperson shall summon the Sailor again before the board and verbally provide the board's recommendations.
  - d. Those recommendations that require assistance from external commands in the form of part-time or full-time temporary additional duty to give each Sailor an opportunity for hands-on, on-the-job-training and professional evaluation, should be requested and used as required.